

Minutes from the August 20, 2003  
Printing and Mail Managers Exchange Forum Teleconference

Twenty-five individuals participated in the Printing and Mail Managers Exchange Forum, which included Printing and Mail Managers and contractors.

**Comments/Additions to Last Months Minutes**

Corrections were made to the June 25, 2003 minutes.

**Mail Management Profile Report Update**

Al Majors, Headquarters informed the group that he and Tony Nellums had recently attended a meeting at the General Services Administration (GSA) in regard to the upcoming Mail Management Profile Report. Discussions were held in reference to GSA updating the reporting requirements for the Report. GSA is also planning to include stronger language emphasizing that data must also be submitted from contractor-run site mail facilities. The updated information should be incorporated into the requirements during the month of September/October. Based on the amount of funds spent for processing Federal mail, the Department does meet the requirement for submitting an annual Mail Profile Report.

No questions were asked.

**Mail Center Security Update**

Al Majors, Headquarters informed the group that the GSA moratorium on agencies purchasing mail security detection equipment has been lifted. The White House, GSA, and other agencies recently completed an assessment of available mail security detection equipment. GSA is encouraging agencies to make their own assessment but wants to be contacted before a purchase is made.

No questions asked.

**DHL Express Services Update**

Tony Nellums, Headquarters informed the group that he recently received a fax from Edna White, NNSA Services Center, Nevada in regard to the DHL Company requesting a customs power of attorney for processing international express mail. Tony said he also received a request from DHL to provide a customs power of attorney. The DHL Company was recently sold to a foreign company and the customs power of attorney is needed to allow material to be released to the addressee in a timely manner. Tony asked sites to review the amount of material being shipped via DHL to determine if there is a need to continue utilizing DHL services. If you continue using DHL services a customs power of attorney would have to be provided.

## **The Department's 2003 Three-Year Printing and Publishing Activities Report to Congress**

Dallas Woodruff, Headquarters informed the group that he recently sent an e-mail to sites requesting updates to site name changes, contact persons, etc. The information is needed to update data for the PPAFI system. Sites were encouraged to provide the requested information to Headquarters. Tony Toliver, Western Area Power Administration asked what month the request for the Three-Year Plan data will be sent to sites. Dallas said the Call for the Three-Year Plan would be sent during the month of September, with a due date of December 5, 2003.

Hart Guenther, Nonproliferation & National Security Institute said his site would be changing its name within 30 days.

## **Headquarters' Letter to Field Sites in Regard to the Office of Management and Budget (OMB) and the Government Printing Office (GPO) Compact Printing Agreement**

Dallas Woodruff, Headquarters informed the group that Headquarters is in the process of mailing a letter to the sites in regard to the Compact Agreement between GPO and OMB. A copy of the Agreement will be included with the letter. The OMB has chosen the Department of Labor to run the pilot for the Compact Agreement beginning October 2003 until October of 2004. The Compact Agreement will be offered to all departments/agencies beginning October 2004.

Henry Johnson, Los Alamos National Lab asked where could he obtain a copy of the Agreement. Dallas said the Agreement could be obtained from the GPO Website address <http://www.gpo.gov/public-affairs/news/03news27.pdf> and that the Government Executive Newsletter Website *GovExec.gov* also provides information on the Compact.

*The letter was mailed to sites on September 3<sup>rd</sup>.*

## **Document Imaging**

Dallas Woodruff, Headquarters informed the group that Headquarters, Office of Administrative Management and Support has a new business line call Document Imaging. Document Imaging involves scanning paper documents and converting them to Optical Character Recognition electronic files for document storage and archiving purposes. Karen Payne-Jones, NNSA Service Center, Oakland wanted to know if Records Management considers this method a viable resource for record storage. Cathy Marciante, Oak Ridge Operations Office said it depends on the nature of the material, and the length of storage. Long-term electronic record storage needs approval; short tem electronic storage does not. Cathy recommended Sharon Adams, Records Management (510) 637-1737 as a contact person for those that have questions in regard to electronic storage for documents.

Robyn Benak, Nevada Site Office said her site was scanning images, but is no longer doing so. Edna White, NNSA Service Center, Nevada said the Nevada Site Office no longer scans images due to the high cost. Dallas asked the group if they would be interested in having Ralph Freedman, Headquarters' Document Imaging Manager speak on this topic at our next scheduled teleconference. The group said they would like to hear more about this process.

## **Other Items discussed**

### **Digital Meters**

Tony Toliver, Western Area Power Administration asked for the date when agencies are to begin using the new digital encrypted meters. Tony Nellums, Headquarters said he would need to review his material for the exact date, but said the conversion to the new meters is scheduled to take affect around October 2006. Sites that purchased meters prior to FY02 will need to purchase the new encrypted meter. Linda Adams, Savannah River Site said her site is in the process of having a new meter installed by Pitney Bowes, and would like to know if it conforms to the Post Office requirement. Tony Nellums said he would send information to sites in regard to the Post Office digital meter requirements.

### **Attendance**

Schenectady Naval Reactors (2)	Western Area Power Administration 2
Nonproliferation & National Security Institute	Los Alamos National Lab
Headquarters (3)	Fluor Fernald
Grand Junction Office	National Security Complex Y-12 (2)
Strategic Petroleum Reserves Office	Savannah River Operations Office (2)
Oak Ridge Operations Office	Ohio Field Office
Oak Ridge Nat. Lab (2)	Pittsburgh Naval Reactors
National Energy Technology Lab	
National Nuclear Security Administration (NNSA), Oakland (2)	
National Nuclear Security Administration (NNSA), Nevada	